

# PVPPCOE Internship Policy

## ➤ INTRODUCTION:

The competition in the job sector is on the rise today and it has become difficult for freshers to secure a job of their preference. The main reason behind this is the lack of practical knowledge and the skills that are required by the industry.

This increases the stress on the institutions to renew their curriculum that will be parallel to the current industry trends and requirements. The Internship Program helps in moulding the freshers in accordance to the industry requirements. The students are made corporate ready even before they acquire their degrees. An internship policy is an important strategy that ensures a talented and innovative workforce for the industry.

## ➤ OBJECTIVES

Internships help in shaping the students in a short time interval. Students are usually expected to work on an ongoing project of the company for a defined timeline. The internship programs are structured in such a way that it provides maximum exposure to the interns regarding the work environment of the industry. The internship must be useful for both the intern as well as the organizations. The activities involved in the internship must be clearly understood in order to obtain maximum benefits from it.

Following are the objectives of the internship training:

- Expose the students to the changing industry trends.
- Students will get experience of the industrial environment, which is not possible in the classrooms.
- It will give the students a chance to enhance their managerial skills and real time experience of the professional environment.
- It will help in stimulating the knowledge of the students and applying it in their job.
- Give the students a chance to interact with their future employers.
- Understand the environment of the corporates.
- Gain hands-on experience of the technologies trending in the industry.
- Accelerate professional as well as personality development.

## ➤ **BENEFITS OF INTERNSHIP:**

### ○ **Benefits to the Industry**

- Students bring innovations to problem solving.
- Companies get a source of motivated professionals all round the year.
- Students become ready to contribute to the industry.
- No additional training of employees required at the time of joining.

### ○ **Benefits to Students:**

- Opportunity to meet new individuals and develop networking skills.
- Helps them in understanding the psychology of the industry and mould accordingly.
- Learn strategies such as time-management and multitasking.

### ○ **Benefits to the Institute:**

- Based on the student feedback, changes in the curriculum can be made.
- Increases the quality of placement.
- Help in building relations with various industries

## ➤ **INTERNSHIP DURATION:**

- **Internship** of 4-6 weeks can be provided to students.

## ➤ **TRAINING & PLACEMENT CELL & ITS ROLE IN PROVIDING INTERNSHIP**

Our institute has a dedicated Training and Placement Cell which is headed by the Training and Placement Officer(TPO). It is the responsibility of the Training and Placement Cell to bridge the gap between the technical knowledge of the potential employees and the current industry requirements.

The Training and Placement Officer must guide the students in their career path and provide the necessary assistance to the students. The TPO must also introduce various industry personnel to the freshers so that they can get their doubts cleared regarding their future corporate life. The industry is always in a need of individuals who are open to learning new things, ready to adapt changes and most importantly possessing good communication skills. The Training and Placement Office must make sure that the students are exposed to a variety of internship options where they can develop their skills and become corporate ready.

It is also the responsibility of the Training and Placement Office to arrange expert lectures and industrial visits for the students. They may also conduct seminars for Personality Development, Effective Communication, Resume Building and many other sessions which are necessary for grooming a fresher.

The Training and Placement Cell must arrange the internship for students after every even semester. Following are the steps in arranging internships for students:

- 1: The Training and Placement Cell must approach various industries along with the Student profile and their interest areas.
- 2: Based on the industry requirements the Training and Placement Officer may allocate the students to the industry.
- 3: The Training and Placement Office may take feedback from the industry regarding the performance of the interns.
- 4: Distribution of the internship completion certificates by the industry.

➤ **MONITORING/ VISIT BY TPO/ STAFF/ FACULTY MENTOR**

The institute will monitor the students by paying a visit to the internship site. The feedback of the student will be taken from industry based on their attendance and activeness.

➤ **FORMATS FOR ORGANIZING INTERNSHIPS**

**FORMAT1. STUDENT INTERNSHIP PROGRAM APPLICATION**

Complete and submit to the TPO/ Internship Program Coordinator. Type or write clearly.

1.	Student Name:			
2.	Campus Address:			Phone:
3.	Home Address:			Phone:
3a. Student email address:				
4.	Academic Concentration	5. Internship Semester: _____Year.		
6.	Overall GPA:			
9.	Internship Preferences			
		Location	Core Area	Company/ institution
	Preference-1			
	Preference-2			
	Preference-3			

Faculty mentor Signature: \_\_\_\_\_ Date\_\_\_\_\_.

Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her Advisor..

Student Signature: \_\_\_\_\_ Date\_\_\_\_\_.

Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program

## FORMAT 2: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To

The General Manager (HR)

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Subject: REQUEST FOR 04/06 WEEKS INDUSTRIAL TRAINING of M. Tech/4 years Degree Programme,

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

In view of the above, I request your good self to allow our following\_ \_\_\_\_students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for\_\_\_\_ batch passing out students in above branches. CHECK THIS

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Officer